

Group Work Health & Safety Policy

Purpose and scope

This policy outlines the Group's commitment and approach to the physical and psychological health and safety of the Group's Workers, Customers, visitors and people who carry out work at the direction of the Group.

This policy applies to the Group's Australian entities and to Workers, Customers and visitors situated in Australian operations.

Policy statement

The Group provides expertise, resources and implements a Health and Safety Management System so that our work environment is healthy and safe. Workers, Customers and visitors must take reasonable care for their own health and safety, and that of others.

Policy requirements

Information, training, instruction and supervision

The Group must provide Workers with appropriate information, training, instruction and supervision to ensure that they have the skills and competencies required to safely undertake their role. This includes the provision of contemporary health and wellbeing programs and initiatives that encourage Workers to maintain a physically and psychologically healthy lifestyle.

Consultation

Where appropriate, the Group provides consultative arrangements for Workers and their representatives to invite constructive input into the decision-making processes that impact upon their work health and safety.

Management of workplace hazards

The Group must document and implement health and safety risk management processes for the control of workplace hazards that are consistent with the risk profiles of the Group's workplaces and activities within the Health and Safety Management System.

Monitor, measure and report

The Group must develop, and measure performance against, objectives and targets aimed at the elimination or minimisation of work-related risk, injury and illness. The Group must regularly review the performance of and continuously improve the Group's Health and Safety Management System.

Investigations

The Group must investigate incidents and injuries in a timely manner.

Injury management

The Group must maintain a fair and equitable claims management process for the rehabilitation of injured parties.

Contractual arrangements

The Group must ensure that all applicable contractual arrangements for the supply of goods and services include provisions for compliance with work health and safety requirements.

Accountabilities

If you are:

You are accountable for:

a Worker, Customer or visitor	<ul style="list-style-type: none"> • Taking reasonable care for your own health, safety and wellbeing. • Taking reasonable care that your conduct does not adversely affect the health, safety and wellbeing of others. • Complying and co-operating, so far as is reasonably able, with any reasonable instruction that is given by Management, including any Group Policy or Procedure for maintaining a safe and healthy workplace.
Management	<ul style="list-style-type: none"> • Completing and adhering to the health, safety and wellbeing systems and processes for maintaining a safe and healthy workplace. • Ensuring the work health and safety of direct reports, including providing them with appropriate information, training and supervision.
an Officer	<ul style="list-style-type: none"> • Exercising due diligence in regards to health, safety and wellbeing. This is a personal and continuous duty that requires Officers to take proactive steps to discharge this duty. • Ensuring adequate resources and expertise are provided for the implementation of the Group's Health and Safety Monitoring System. • Regularly monitoring, measuring and reporting on health and safety performance.

Note: depending on your position, you may have more than one obligation.

Individual subject matter experts are responsible for developing, implementing and monitoring management systems and processes to provide a safe and healthy workplace, including risk management processes for the control of workplace hazards, incident investigation and maintaining a claims management process for the rehabilitation of injured people.

Compliance statement

This policy forms part of the Group's Health and Safety Management System and supports compliance with the legislative requirements contained in applicable Australian work health and safety legislation.

Breach of policy

Breach of this policy may be regarded as misconduct, which may lead to disciplinary action (up to and including termination of employment or engagement).

Definitions

In this policy, defined terms are capitalised. Those terms have the meaning given to them below or, if not defined below, in the Group Policy Framework Glossary.

Health and Safety Management System	Comprehensive management system designed to manage safety elements in the workplace.
Management	Employees with direct reports.
Officer	As defined in Australian work health and safety legislation and the Corporations Act 2001 (Cth) This means a person who makes decisions that affect all, or a substantial part, of the Group and includes 'General Manager' level and above.
Worker	Directors, Employees, Contractors, subcontractors, work experience, volunteers and people who carry out work at the direction of the Group.

Policy governance

Policy Approver	Chief Executive Officer
Exemption Authority	Group Executive Human Resources
Owner	General Manager Health, Safety and Wellbeing
Support	General Manager Health, Safety and Wellbeing
Review Cycle	Biennial

Relevant documents

Related internal documents	GPF Glossary
	Group Risk Management Procedure
	Group Consultation and Issue Resolution Procedure
	Group Health and Safety Training and Orientation Procedure
	Group Contractor Management/Engagement Procedure
	Group Health and Safety Audit Procedure
	Group Design Procedure
	Group Health and Safety Management System Planning Procedure
	Group Emergency Management Procedure
	Group Incident Reporting and Investigation Procedure
	Group First Aid Procedure
	Group Manual Tasks Procedure
	Group Health and Safety Governance Framework CBA
	Group Plant Safety Procedure
	Group Health and Safety References Guide
	Group Procurement Goods and Services Procedure
Group Health and Safety Reporting Procedure	
Group Chemical Safety Procedure	
Group Responsibilities, Authorities and Accountabilities Guidelines	
External sources of obligations	Work Health and Safety Act 2011 (Cth)
	Work Health and Safety Act 2011 (NSW)
	Work Health and Safety Act 2011 (Qld)

Work Health and Safety Act 2012 (SA)
 Work Health and Safety Act 2011 (ACT)
 Work Health and Safety Act 2012 (Tas)
 Work Health and Safety Act 2011 (NT)
 Occupational Health and Safety Act 2004 (Vic)
 Occupational Safety and Health Act 1984 (WA)
 Work Health and Safety Regulations 2011 (Cth)
 Work Health and Safety Regulations 2011 (NSW)
 Work Health and Safety Regulations 2011 (Qld)
 Work Health and Safety Regulations 2012 (SA)
 Work Health and Safety Regulations 2011 (ACT)
 Work Health and Safety Regulations 2012 (Tas)
 Work Health and Safety Regulations 2011 (NT)
 Occupational Health and Safety Regulations 2017 (Vic)
 Occupational Safety and Health Regulations 1996 (WA)

Material revisions

Version	Approval Date	Effective Date	Details
1.0	March 2016	March 2016	Group Work Health and Safety Policy.
2.0	June 2019	June 2019	This policy has been updated to comply with the Group Policy Framework Policy.